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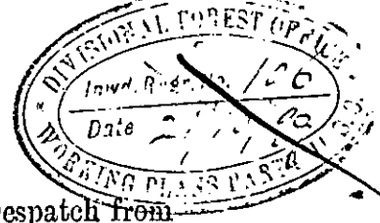

REPORTS.

1. The following extract from a Despatch from the Secretary of State for India, No. 44, dated 13th May 1880, was communicated by the Government of India to the Government of Bombay with a request that the suggestion therein made may be adopted, as far as possible, in the preparation of the Revenue Administration Reports :—

> "I would suggest that it would be convenient if much of the valuable information given in these reports were thrown into the form of percentages. By giving, for instance, the percentage of coercive processes to the total number of revenue payers, of estates transferred to the total number of estates, the percentage of increase or decrease of occupancy rights and the like, comparison will be more readily made of the condition in these respects of the Provinces as a whole from year to year and of the different districts."

G. I., H. R. & A., No. 1-267, dated 13th June 1880; *vide* G. R. No. 3401, dated 1st July 1880.)

2. It should not be forgotten that an administration report is intended to show what has been done, and that any changes which it is thought should be made, except such as are very intimately connected with the explanation of the results of the administration, can be more fully and more advantageously discussed in special reports. (G. R. No. 7476, dated 9th December 1881.)

3. It is contrary to rule to discuss, in administration reports, orders issued by superior officers or by Government. If it is believed that good reasons can be shown for the reconsideration of any orders, the reasons should be stated fully and clearly in separate letters. (G. R. No. 7458, dated 6th October 1883.)

4. All heads of offices should adopt the suggestion* of the Government of India as regards the

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*Letter from the Government of India, Revenue and Agricultural Department, No. 64 G., dated 2nd November 1882 :—

"Some inconvenience having been experienced from the absence of maps in administration and other reports, whether submitted to the Government of India or published in the province, I am directed to ask whether, in the opinion of His Excellency the Governor in Council, there will be any objection to the insertion, in every report of the kind, of a map of the province, district, &c., to which the report relates.

"2. The Surveyor-General is prepared to supply skeleton maps for this purpose of the same size as the page of the report. This, in the opinion of the Government of India, will be the most convenient plan. The trouble of unfolding a map placed at the commencement of a report, or folded in a packet, often prevents reference to it.

"3. It may also be found convenient to repeat the insertion of the skeleton map, with such variations as may be required, opposite the page in which the special subject to be illustrated by the map is described. Thus, if irrigation is the subject to be illustrated, the map might be made to show by different colours the percentage of irrigation in each part of the province or district. Or, again, one map may be made to exhibit the system of roads, another the system of railways, a third the system of canals, and so on, the skeleton in all cases being the same.

"4. Should His Excellency the Governor in Council have no objection to allow the course now suggested to be adopted; the Surveyor-General will be placed in direct communication with the Government of Bombay for the purpose of supplying the necessary maps."

insertion of maps in administration and other reports published in this Presidency or submitted to the Supreme Government.

As regards the Bombay Presidency, the preparation of the skeleton maps required can much more conveniently be undertaken by the Photozincographic Office than by the Surveyor General. Government are accordingly pleased to direct that all heads of departments should indent for skeleton maps of the size and kind required by them on the Photozincographic Office at Poona, which will also reproduce them after the special details furnished by the several departments to illustrate facts in their reports have been filled in. Arrangements must always be made for the re-printing, reproduction or re-construction, in the Photozincographic Department, of all maps, diagrams, &c., that may be required by the various departments and officers for embodiment in their annual and other reports. To facilitate this, it is desirable that the officers and departments requiring the maps, &c., should give clear instructions on each map to be printed as to the extent of country and detail to be shown, the size of the map, the colour to be used in printing the maps, and such other points as may seem to require explanation.

If in any case the Superintendent, Photozincographic Office, has reason to believe that skeleton maps exist in the office of the Surveyor General, he may obtain copies from that office if such a course appear to him to be more economical and expeditious.

As regards the size of the maps, the view* of the Government of India should be accepted wherever the object of the map can be attained under the condition that it should be of the same size as the page of the report. In cases, however, where the adoption of this course is considered impractical, the size of the map can be enlarged. (G. Rs. Nos. 4695, dated 21st June, 5633, dated 31st July, and 7936, dated 26th October 1883.)

5. The Government of India has no desire to prescribe either the scale or the subjects which are to be illustrated in maps required for Provincial purposes. These will vary from Province to Province, and experience will show how far it is possible to go in the elaboration of details. But for its own requirements the Government of India, in the Revenue and Agricultural Department, wishes the maps which are intended to illustrate reports to be skeleton maps in the true sense of the word, and is unwilling that either Provincial or District maps should be burdened with topographical detail, or confused by the attempt to show administrative arrangements of too minute a nature. In district (maps) it will be ordinarily sufficient if no subdivisions smaller than the Tahsil boundary be shown. Topographical detail should be omitted as far as possible, and skeleton maps should be prepared which will render it easy to indicate by the use of colour facts regarding soil, climate, the depth of water, and other points of cognate interest. (G. I., R. &

* See foot-note on page 1.

A., No. 95-54-1, dated 11th February 1887; *vide* G. R. No. 6445, dated 23rd September 1887.)

6. The following orders may be considered as supplementary to those issued in the Home Department No. 28, dated 15th July 1887,* the general

* "The subject of discussion in the papers cited in the preamble is the preparation and printing of annual departmental reports submitted to the Government of India in the Home Department. In a letter No. 392 S., dated the 22nd June 1885, the Government of the Punjab solicited a reconsideration of the whole question of the preparation and treatment of annual reports, so far as that Province was concerned. The alterations suggested by Sir Charles Aitchison and the views provisionally held by the Government of India on the question are summarized in the Home Department Resolution of the 12th August 1885. But as the subject was not one of merely local importance, the Governor General in Council desired, before coming to a final decision, to have a full expression of the opinions of Local Governments and Administrations upon the proposals of the Punjab Government, so far as they affected the reports which are submitted to the Home Department. The replies from Local Governments and Administrations, read in the preamble, contain their opinions on the matter.

"2. The proposals of the Punjab Government were made with the double object (1) of removing the burden thrown upon district officers, heads of Departments, and Secretariat establishments in connection with the preparation and reviewing of annual reports; and (2) of reducing the cost of printing the reports. These proposals have not been accepted in full by any local Government or Administration, except by the Chief Commissioner of Burma; and Mr. Crosthwaite, the present Chief Commissioner of that Province, holds, as his reply from the Central Provinces shows, different views from those held by Sir Charles Bernard. The Governments of Madras, Bombay and Bengal have, to some extent, accepted the proposals in question, and the Chief Commissioner of Coorg has expressed his opinion generally in favour of having statistical tables, accompanied by notes, for two years, and in the third year a set of comprehensive departmental reports.

"3. The most adverse criticism of the proposals made by the Punjab Government proceeds from the Government of the North-Western Provinces and Oudh, from the Administrations of the Central Provinces and of Assam and from the Resident at Hyderabad. The Lieutenant-Governor of the North-Western Provinces and Chief Commissioner of Oudh is of opinion that the presentation of evidence of departmental efficiency and the collection, in a convenient form, of information useful for administrative and other purposes cannot be secured under a system of triennial reporting with intermediate statistical tables and brief explanatory notes. He considers that, as was suggested in paragraph 7 of Home Department Resolution of 12th August 1885, the brief notes would probably be of little practical value, while the triennial report would necessarily be prolix and involve much labour in its preparation. The latter, moreover, would be four years old before the orders of Government could be passed or any subsequent action taken upon it. Sir A. Lyall observes that the labour of scrutinizing statistics is little augmented by that of writing a report on them, and that a careful scrutiny and comparison of past and present returns is a necessary part of the duty of the heads of departments in administrating. But, while opposed to the general adoption of the proposals of the Punjab Government, Sir A. Lyall would meet them to some extent by doing away with reports on certain subjects and by substituting for them statistical tables accompanied every year by a brief commentary in the form of notes, such as is now supplied by the Local High Courts of Judicature in reviewing the Criminal and Civil Justice returns.

"4. Mr. Crosthwaite, at the time Chief Commissioner of the Central Provinces, concurs in the views of the Government of the North-Western Provinces and Oudh in regard to the small amount of labour required to write a report, when once the relevant statistics have been systematically studied. He remarks that the system of writing reports is useful, inasmuch as it ensures that statistics have been scrutinized, and that it enables

principles expressed in which may be applied to

the Government to see how much care and intelligence have been devoted to this scrutiny. Reports, moreover, in Mr. Crosthwaite's opinion, enable administrative officers to periodically survey the whole of their work and to judge of the effects of it, while they assist Government in seeing how far the recognized principles of administration have been applied and how far errors require to be corrected. If for annual reports triennial reports were substituted, there is, he thinks, likely to be the disadvantage that the officer who had done the work would not ordinarily write the report, or, if he did, that his recollection of the facts regarding which he was writing would have grown dim with time. Under such a system, too, errors of administration could not be corrected at once. Mr. Crosthwaite admits that reports and reviews are often unnecessarily prolix and should be curtailed, and he suggests that the extended distribution of reports which at present prevails is unnecessary and expensive. He also deprecates the style of review which merely repeats, in other and perhaps fewer words, what is stated in the report.

"The Officiating Chief Commissioner of Assam considers that the proposals of the Punjab Government are unsuitable to that Province, and would lead to serious practical inconvenience. Mr. Ward is of opinion that the value of reports to departmental officers would be lost by triennial reports, while the labour of compiling the latter would be very great, particularly to officers who had held their charges only for a small portion of the three years.

"The Resident at Hyderabad doubts if the proposed reform would have an useful effect, and argues that the review of the year's transactions by the head of the Government affords an incentive to work. Praise or blame, in the Resident's opinion, loses its effect if it relates to a time long passed away. The officer concerned may have left the locality, and it does not always happen that an officer remains at his post for the whole three years for which he would have to write the report.

"5. The opinions briefly summarized above confirm the view taken by the Government of India in the Home Department, as expressed in the Resolution of the 12th August 1885, that it was not possible to go as far as was proposed by the Punjab Government in the direction of curtailing the preparation and submission of annual reports. After giving the subject full consideration the Government of India agrees in the main with the remarks made by the Government of the North-Western Provinces and Oudh and the present Chief Commissioner of Burma regarding the usefulness of annual reports as a means of testing departmental efficiency and the judgment and energy of officers, and also of checking and correcting administrative mistakes. Applying this principle, the Governor General in Council is of opinion that annual reports must be maintained in the two following cases:—

(*a*) Where the reports deal with the application of administrative principles still open to modification or the concrete working of which has to be watched.

(*b*) Where the reports contain statistics which for administrative purposes must be compiled and examined annually.

"These two heads comprise so many of the reports now falling under the cognizance of the Home Department that the conclusion to which His Excellency in Council has come is that, beyond insisting on brevity and methodical arrangement in the reports themselves, and on curtailment of reviews of them, it is impossible to afford much relief to Local Governments in the direction contemplated by this enquiry. The Government of India, therefore, desires that the reports dealt with in the Home Department should from 1887 onwards be treated in the following manner:—

(i) To be submitted annually as heretofore:—

Report on General Administration.
" Municipal Administration.
" Local Boards' Administration.
" Education.
" Sanitation.
" Civil and Criminal Justice.
" Jail Administration.
" Police Administration.
" Lunatic Asylums.

reports submitted to the Government of India in the Revenue and Agricultural Department. The reports thus submitted are concerned with the subjects enumerated below :

(1) Land Revenue Administration.
(2) Forest Administration.
(3) Land Records and Agriculture.
(4) Court of Wards and other estates administered by Government.
(5) Horticultural and Botanical Gardens.
(6) Experimental Farms.
(7) Trade Statistics, Quarterly and Annual.
(8) Colonial and Inland Emigration.

(ii) To be submitted in full every third year, statistical returns and brief commentaries in the shape of notes being submitted in the intermediate years :—

Report on Registration.
" Dispensaries.
" Lock-Hospitals.
" Vaccination.
" Destruction of wild beasts and snakes.

"The notes to be submitted with the statistical returns in the years intermediate between the submission of the reports should give a clear, though brief, indication of the supervising or controlling officer's opinion as to the significance of the statistics.

"6. The following special reports should continue to be submitted as before :—

Chemical Examiner's Report.
Report on Calcutta Medical Institutions.
Report of the Port Health Officer, Calcutta.
Report of the Commissioners of the Town of Calcutta.
Report on Publications under Act XXV of 1867.
The Review of Publications.
The Report on Vernacular Newspapers.

"The Government of India leaves to Local Governments, who submit reports on Legal Affairs and Criminal Tribes, discretion to determine whether these reports shall be annually prepared as at present, or prepared every third year, with brief notes in the intermediate years.

"7. The Governor General in Council would desire to express his earnest hope that Local Governments and Administrations will insist on curtailment of reports to the utmost extent which is consistent with a proper examination of the facts and figures presented in them. A reduction in the size of the reports on Jails, Police, Education and Sanitation is especially necessary. In most Provinces these reports have become far too discursive.

"Compression of reviews is not less called for than curtailment of reports : a review should contain only what is necessary to communicate the judgment of the reviewing authority regarding the salient features of the report. The Governor General in Council attaches no value to reviews which merely repeat in abridged form what is set forth in the report reviewed.

8. While thus recognizing the need which exists for compression in the reports and reviews which reach the Government of India, His Excellency in Council is no less desirous that the same principles should be carefully followed as regards reports received by Local Governments and Administrations, but not forwarded to the Government of India. He fears that the time of administrative and executive officers is unnecessarily occupied as much by the preparation of reports and returns submitted for the information of the local authorities as by the preparation of those which reach the Government of India. He has therefore observed with satisfaction that the Government of Bengal has recently, in connexion with the Report of the Salaries Commission, directed its attention to this aspect of the case ; and he trusts that all other Local Governments and Administrations will exercise a vigorous discretion not only in reducing the bulk of the reports and returns which are retained, but also in abolishing those that are not really required." (G. I., H. D., No. 28-1579-95, dated 15th July 1887; *vide* G. R., G. D., No. 2426 dated 17th August 1887.)

2. *Land Revenue Administration and Forest Administration Reports.*—The Government of India concurs with the general opinion expressed in the replies which have been received that no material alteration should be made in the preparation of the Land Revenue Administration and Forest Administration Reports; and that these should continue, as at present, to be annually submitted.

3. *Report of the Department of Land Records and Agriculture.*—The annual publication in every Province of the Report of the Department of Land Records and Agriculture in the form prescribed in Circular Resolution No. 54A., dated the 28th April 1884, is, in the opinion of His Excellency in Council, essential for the purpose of indicating the progress which may be annually made by the Department of Land Records and Agriculture in connection with the measures adopted in pursuance of the recommendation of the Famine Commissioners in each portion of the Empire. The report consists of two main divisions—Land Records and Agriculture—and is designed to show the executive work of the Department, not to comprise discussions on administrative measures, or to contain any description or summary of the economic or agricultural circumstances of the season. The Local Government may, however, require information of this kind to be submitted by the Department to the Chief Revenue authorities of the Province, for utilization in preparing the Land Revenue Administration Report, and may prefer that for that purpose it should be included in the land record section of the Departmental Report, rather than be submitted by independent communication. There will be no objection to this course. But there seems to be no reason why statistical statements concerning crops, irrigation, tenures, &c., should find a place in the Report of the Department as well as in the Annual Land Revenue Administration Report, to which latter they should, in the opinion of His Excellency in Council, be confined. The Agricultural section of the Departmental report should be restricted to an account of the executive operations of the Departmental officers, and to a brief description of, or reference to, any results of special interest which may have been obtained during the preceding twelve months, whether in farms, gardens, Government estates, or otherwise, but should avoid lengthy discussions on agricultural subjects and need not contain any detailed examination of the working of gardens, farms, or other agricultural institutions, which should be dealt with in the Department by orders on the annual reports. In accordance with the above remarks, His Excellency in Council is of opinion that no other review of the Annual Report of the Director of the Department of Land Records and Agriculture than that which may be included in the review by the Local Government of the Land Revenue Administration Report is necessary; and that it will suffice if a copy of the Report, together with any orders which may be

passed thereon, is submitted for the information of the Government of India. (*Vide* also para. 5 of G. I., R. & A., No. 2664-91, dated 4th November 1891, embodied in the preamble of G. R. No. 10074, dated 23rd December 1892.)

4. *Report on Court of Wards and other estates administered by Government.*—Much importance is attached by Her Majesty's Secretary of State, as well as by His Excellency in Council, to the manner in which estates under Government management are administered, and to the use made of the opportunities afforded by them for ascertaining the economic condition of the agricultural population. Reports on such estates should, in the opinion of the Government of India, continue to be annually prepared. These and not the reports of the Department of Land Records and Agriculture should contain an account of any agricultural improvements that may have been introduced.

5. *Annual Reports on Horticultural and Botanical Gardens.*—These may, as already indicated, be dealt with departmentally, and need not, in the opinion of the Government of India, be reviewed at length by any higher authority than the Director of the Department of Land Records and Agriculture, or other controlling officer, but should be forwarded to the Government of India for information, with a copy of any orders that may have been passed on them by the Local Government. A representation recently received through the Secretary of State from the authorities at Kew, as to the utility of such reports, indicates the advisability of their maintenance as a record of useful or interesting facts and experiments.

6. *Reports on the Experimental Farms* are divided into two sections—Statistical and Administrative—the former are issued yearly, or half-yearly, and should, under existing orders, be distributed by Departments of Land Records and Agriculture direct to the Government of India, other provinces, and Agricultural institutions. They should continue to be prepared, but require no review or orders by the Local Government. The complete reports, including the Administrative section, will be dealt with in the same manner as reports on gardens.

7. *Internal Trade Statistics.*—The quarterly and annual returns are, under existing orders, distributed and briefly reviewed by the Department of Land Records and Agriculture, or by such other authority as may be responsible for them. In future the annual report on Internal trade may, in the opinion of His Excellency in Council, be dealt with in the same manner as reports on sea-borne trade; and no further review will be required from Local Governments and Administrations.

8. *Reports on Colonial and Inland Emigration* should be retained in their present form. (G. I., R. & A., No. 52 G.-69-6, dated 14th September 1887; *vide* G. R. No. 6847, dated 8th October 1887.)

7. The remarks and orders contained in the Resolution of the Home Department of 15th July 1887 (G. R., G. D., No. 2426, dated 17th August 1887), which are confined to reports furnished to that Department, seem to apply equally to the annual reports upon subjects administered in the Finance and Commerce Department. The general opinion of the Local Governments who were consulted on the subject is opposed to any considerable curtailment of reports bearing on revenue matters. The administration of Provincial revenues is left so much in the hands of Local Governments and they are also financially so greatly interested therein, that it is not in the opinion of the Government of India expedient to restrict the Provincial authorities with respect to the information they may consider it desirable to collect and to place on record regarding them.

Opium.	Mints.
Salt.	Trade.
Stamps.	Joint Stock Companies.
Excise.	Post Office.
Assessed Taxes.	
Customs.	

In the case of Opium and Salt Administration Reports, the fiscal interests involved are of such great importance that, even if the fullest information were not necessary for the purposes of the Local Governments, annual reports would be required by the Government of India in order to enable it to watch the administration of the revenue. These reports should therefore be as full as possible without being prolix, and should be furnished to the Government of India annually, as at present.

As regards the reports on Stamps, the Governor General in Council has no objection to their being prepared and submitted triennially by any Local Government which considers this sufficient. Statistical information only would in this case be submitted in the intermediate years. The reports on the External Land Trade may also be submitted triennially in the same way, the monthly statistics of the trade being transmitted to this Department as at present.

The remarks contained in paragraph 5 of the Home Department's Resolution on the necessity of methodical arrangement are specially applicable to the reports submitted to this Department. In reports bearing on revenue matters and trade, comparisons with past years are of special value; but these are rendered difficult unless a systematic arrangement is observed in the subjects dealt with.

The Excise reports should in all cases be prefixed by a concise description (which may be repeated from year to year) of the various systems on which the excise is administered in the province concerned, and the extent to which each system applies. There is necessarily in such matters much diversity of practice, and the value of the reports is occasionally diminished by the use of technical terms, whose precise signification is little known beyond the limits of the province, and is often different in different provinces. Explanatory maps showing the extent to which the various systems apply and illustrative

of other details of Excise administration should also be appended to the Annual Excise Reports of all Provinces. A few spare copies of the maps in addition to those bound up with the report should be sent to the Department of Finance and Commerce of the Government of India.

(G. I., F. & C., Nos. 4417, dated 23rd August 1887, and 3895, dated 29th July 1889; *vide* G. R., G. D., No. 3124, dated 7th October 1887, and G. Rs. Nos. 769, dated 10th November 1887, and 6055, dated 19th August 1889.)

8. The supply of publications required for use in the Finance and Commerce Department of the Government of India should be regulated in accordance with the subjoined Statement A, and the supply of the publications specified under the head B at the foot of the statement should be discontinued :—

A. (PUBLICATIONS TO BE SENT.)

Name of Publication.	(*a*) Number of copies to be sent to Simla during April to October.	(*b*) Number of copies to be sent to Calcutta throughout the year.	Remarks.
Bombay Proceedings —			
Financial	1	...	
General Department (Municipal).	1	...	
Revenue (Miscellaneous) Department	1	...	
Revenue (Confidential) ...	1	...	
Marine Department	1	...	
Civil Lists	5	...	
Acts	8	8	
Bombay Council Proceedings ...	1	1	
Gazette	1	1	
General Administration Report .	1	1	
Excise do. do. .	3	2	
Income-tax do. do. .	3	2	
Opium do. do. .	3	2	
Salt and Continental Customs Report...	3	2	
Sind Salt Administration Report.	6	2	
Stamp do. do. .	3	2	
Land Revenue Settlement Reports	2	...	
Port Trust Administration Report, Bombay	2	1	
Port Trust Administration Report, Karáchi	2	1	
History of Services of Gazetted Officers	2	7	

N.B.—During the months of November to March the copies entered in column (*a*) are to be sent to Calcutta in addition to the numbers shown in column (*b*).

B. (PUBLICATIONS OF WHICH THE SUPPLY MAY BE DISCONTINUED.)

1. Registration Department Administration Report.
2. Education do. do.

3. Irrigation Revenue Report.

4. Register of Abstracts of Decisions passed by the Inám Commissioners.

5. Law Reports.

(G. I., F. & C., Nos. 3991, dated 5th October 1891, and 3932, dated 9th September 1893; *vide* G. Rs. Nos. 8903, dated 23rd December 1891, and 7170, dated 2nd October 1893.)

9. The following is a list of the periodical reports and returns submitted to the Government of India in the Revenue and Agricultural Department from Bombay and the dates prescribed for their submission.

The Government of India hope that every effort will be made to submit the reports and returns enumerated punctually by the dates prescribed.

Reports and returns prepared under orders of Local Governments and Administrations, which are not required to be submitted to the Government of India, have been excluded from the list, but the Government of India desire that such reports and returns may continue to be forwarded for their information in all cases in which it has been customary to submit them.

The submission of blank returns is not required, but intimation should be given by post-card when a return is blank.

List of Reports and Returns and the dates prescribed for their submission to the Government of India, Revenue and Agricultural Department.

Serial No.	Description of Report or Return.	Ending date of year of Report.	Date prescribed for submission.	Reference to order of Government of India prescribing Return.
		Annual.		
1	Land Revenue Administration Report.	31st July.	1st May.	
2	Report on Land Records and Agriculture.	31st October ...	Do. ...	Letter No. 3161-43, dated 7th November 1893 (*vide* G. R. No. 8791, dated 30th November 1893).
3	Tálukdári Settlement Officer's Report.	31st July ...	15th March.	
4	Progress Report of the Surveys in the Bombay Presidency.	31st October ...	1st August.	
5	Land Revenue Report of the Bombay Collectorate.	31st July ...	1st May.	
6	Statement of Alienations of State Land authorised.	31st March	1st July ...	Circular No. $\frac{2}{556\text{-}69}$, dated 1st August 1876, and No. 1, dated 1st February 1879.
7	Statement of Increases of Revenue due to Revision of Settlement, &c.	Ditto ...	30th September.	Circular No. $\frac{99}{5\text{-}13}$ R., dated 6th November 1883.
8	Report of the Civil Veterinary Department.	Ditto ...	1st August ..	Circular No. 42-17, dated 28th October 1893; *vide* Government Resolution No. 8667, dated 27th November 1893.
9	List of Agricultural Implements and Machines tested and found successful.	30th September.	15th November.	Circular No. 59-A., dated the 16th September 1880.
10	Return of Famine Relief Works.	31st March ...	1st June	Resolution No. $\frac{8}{52}$, (Famine), dated 21st March 1892.
11	Rail-borne Trade Returns.	Ditto ...	1st October ...	Resolution No. $\frac{37}{35\text{-}21}$, dated 23rd March 1888.
12	Returns of Agricultural Statistics.	31st July ...	1st December and 1st February.	Resolution No. $\frac{10}{20}$, dated 20th July 1891.
13	Return of Mineral Concessions granted during the year.	31st December .	15th April ...	Circular No. 68-103, dated 22nd November 1893 (*vide* G. R. No. 8927, dated 4th December 1893).

Serial No.	Description of Report or Return.	Ending date of year of Report.	Date prescribed for submission,	Reference to order of Government of India prescribing Return.
14	Forest Administration Report.	30th June ...	1st January...	Circular No. 16-F., dated 7th June 1892.
15	Forest Budget Estimate.	31st March ...	16th November.	
		Half-yearly.		
16	Classified* List of Forest Officers and Rangers.	31st December. 30th June ...	1st February . 1st August ...	Letter No. 630-F., dated 25th July 1890.
		Quarterly.		
17	List of Memorials withheld by Local Governments and Administrations addressed to the Secretary of State and the Government of India.	31st December.	15th May ... 15th August . 15th Nov. ... 15th Feb. ...	Home Department Circular No. $\frac{23}{1263\text{-}72}$ Pub., dated 30th June 1890.
18	Rail-borne Trade Returns.	31st March ...	1st October. 1st January... 1st April ... 1st July.	Resolution No. $\frac{37}{35\text{-}21}$, dated 23rd March 1888.
	SIND.			
		Annual.		
19	Revenue Administration Report.	31st July ...	1st May.	
20	Rail and River-borne Trade Returns.	31st March ...	1st October ...	Resolution No. $\frac{37}{35\text{-}2}$ dated 23rd March 1888.
		Quarterly.		
21	Rail and River-borne Trade Returns.	31st March ...	1st October ... 1st January. 1st April. 1st July.	Resolution No. $\frac{37}{35\text{-}21}$ dated 23rd March 1888.
	Crop Reports.			
		Weekly.		
22	Telegram on Crop Prospects.	.....	Every Thursday.	Resolution No. $\frac{59}{124}$—A., dated the 5th October 1887.
	Forecasts† of Crops.			
23	*Wheat*— 1st report ... ... 2nd report .. ... 3rd report	....	20th December. 1st March ... 15th May ..	Circular No. $\frac{20}{4}$—A., dated 3rd March 1886. Resolution No. 347-357, dated 13th March 1890.
24	*Linseed and Rape*— 1st report ... ... 2nd report ... ... 3rd report	....	20th December. 1st March ... 15th May ..	
25	*Sesamum*— 1st report ... ... 2nd report ... .. 3rd report	....	15th August . 15th October . 1st January...	Resolution No. 347-357, dated 13th March 1890.
26	*Cotton*— 1st report, early crop. 1st report, late crop.. 2nd report, early crop. 2nd report, late crop. 3rd report, early crop. 3rd report, late crop .	....	15th August . 10th October. 10th December. 10th February.	Resolution No. 358-369-C., dated the 13th March 1890.

* Submitted direct to the Government of India by the Accountant General.
† Submitted direct to the Government of India by the Survey Commissioner and Director of Land Records and Agriculture.

(G. I., R. & A., No. 49-117, dated 12th October 1892; *vide* G. R. No. 9839, dated 15th December 1892.

10. The following list shows the number of copies of Revenue Department periodical reports, &c., to be furnished to the Berár Administration and the officers subordinate to it :—

Serial No.	Nature of Publication.	Designation and Station of officer to be supplied and No. of copies to be sent.	Total No. of copies.
1	2	3	4
1	Report of the Department of Land Records and Agriculture	One copy each to— (1) the Secretary for Berár to the Resident, Hyderabad ... ... (2) the Commissioner, H. A. D., Amráoti ... ... (3) the Director of Land Records and Agriculture, H. A. D., Akola... ...	3

Serial No.	Nature of Publication.	Designation and Station of Officer to be supplied and No. of copies to be sent.	Total No. of copies.
1	2	3	4
2 3 4	Quarterly Rail-borne Trade Returns ... Rail and Road-borne Traffic Report (exclusive of Sind) ... Report on External Land Trade and the Rail-borne Trade (exclusive of Sind)	One copy of each to— (1) the Secretary for Berár to the Resident, Hyderabad ... ... (2) the Director of Land Records and Agriculture, H. A. D., Akola... ...	2 copies of each.
5	Municipal Report ...	One copy each to— (1) the Secretary for Berár to the Resident, Hyderabad ... ... (2) the Commissioner, H. A. D., Amráoti	2
6	Report on the Administration of the Opium Department.	One copy each to— (1) the Secretary for Berár to the Resident Hyderabad ... ... (2) the Commissioner, H. A. D., Amráoti	2
7	Forest Report ...	(1) one copy to the Secretary for Berár to the Resident, Hyderabad ... ... (2) one copy to the Commissioner, H. A. D., Amráoti. (3) seven copies to the Conservator of Forests, H. A. D., Amráoti	9
8	Stamp Report ...	One copy each to— (1) the Secretary for Berár to the Resident, Hyderabad ... ... (2) the Commissioner, H. A. D., Amráoti... ... (3) the Inspector-General of Stamps, H. A. D., Amráoti	3
9	Registration Report ...	One copy each to— (1) the Secretary for Berár to the Resident, Hyderabad ... ... (2) the Commissioner, H. A. D., Amráoti ... ... (3) the Inspector-General of Registration, H. A. D., Amráoti	3

The distribution should be made direct as shown in column 3 of the list, or the number of copies shown in column 4 may be sent to the office of the Secretary for the Berárs to the Resident, Hyderabad. If any officers under the Resident not specified above are being supplied with any official publications, the supply may be continued, unless a request to the contrary is made hereafter.

The above list does not affect the supply of any official publications which may be forwarded to officers under the Resident on the requisition of the Superintendent of Stationery, Calcutta.

(Secretary for Berár to the Resident, Hyderabad, No. 50, dated 6th January 1893 : *vide* G. R. No. 692, dated 26th *idem.*).

11. The Governor General in Council invites the cordial co-operation of Local Governments, Heads of Administrations and Departments and of Officers, Civil, Military and Naval, in supplying spontaneously, as well as on application, the Intelligence Branch of the Quarter Master General's Office, with materials* necessary for compiling information which may be of use to the Government of India in the conduct of future military operations within or beyond the frontiers of the Indian Empire. (G. I., M. D., No. 683 S. D., dated 21st June 1880; *vide* G. R., M. D., No. 3289, dated 2nd July 1880; and G. M. No. 3582, dated 10th idem.)

* Copies of Administration Reports.
Gazettes.
Special reports furnished by District Officers and others to Local Governments, &c.

12. Copies of the Land Trade Reports of Sind should be supplied direct to the Intelligence Branch of the Quarter Master General's Office as they are published. (G. I., F. & C., No. 191 C., dated 24th July 1880; *vide* G. M. No. 3957, dated 29th idem.)

13. The Compiler of the General Administration Report should embody in the Public Works section of that report information on the points noted in the Secretary of State's Despatch* No. 17 P. W., dated 3rd April 1890, materials for which will be supplied in the form of an Appendix to the Civil Works Administration Reports of the Public Works Department. (G. R. No. 6135, dated 29th August 1890.)

14. The Compiler of the General Administration Report should take his figures regarding agricultural stock from the returns compiled for his use by the office of the Director of Land Records and Agriculture. (G. R. No. 7397; dated 18th October 1890.)

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* "In preparing the annual statement of the moral and material progress and condition of India, it would be useful to show the total length of road communication maintained by public authorities of any kind in the different Provinces and Administrations.

"2. Complete information on this subject does not at present exist in this office, and I shall be glad if your Excellency will cause me to be furnished with a statement for the year 1888-89, distinguishing the roads which are metalled throughout from those which are not metalled, but graded throughout, or of a serviceable though temporary description.

"3. For subsequent years it would be desirable that instructions should be given that the section relating to Public Works in the different Administration Reports should include a statement of the extensions carried out in the year to which they relate, as well as of the length of road maintained during the year. Any information available as to the average cost of making and maintaining roads would also be of interest."

(Secretary of State's Despatch No. 17 P. W., dated 3rd April 1890.)